Email Survey
Status of ACGME Applications from AMIA Academic Forum Member Institutions

AMIA Academic Forum
Program Directors Meeting
Ann Arbor, Michigan
May 20, 2014

Benson S. Munger, PhD
Institutions Surveyed

N = 30

Total Responses

N = 18  60%
## ITEM 1
*Have submitted or plan to submit application prior to June 30, 2014*

<table>
<thead>
<tr>
<th></th>
<th># responses</th>
<th>% of total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have Submitted</td>
<td>1</td>
<td>7%</td>
</tr>
<tr>
<td>Plan to Submit</td>
<td>5</td>
<td>28%</td>
</tr>
</tbody>
</table>

Benson S Munger, PhD, 4/14
ITEM 2
Plan to submit after 6/30/14 but prior to 12/31/14

% of total responses

6 33%
### ITEM 3

**Likely Primary Specialty Sponsor**

<table>
<thead>
<tr>
<th>Specialty</th>
<th># responses</th>
<th>% of item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>7</td>
<td>39%</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>5</td>
<td>28%</td>
</tr>
<tr>
<td>Medicine</td>
<td>3</td>
<td>17%</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>2</td>
<td>11%</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>1</td>
<td>5%</td>
</tr>
</tbody>
</table>

Benson S Munger, PhD, 4/14
ITEM 4
Primary Certification of Program Director

<table>
<thead>
<tr>
<th>Specialty</th>
<th># Responses</th>
<th>% of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatrics</td>
<td>5</td>
<td>41%</td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>3</td>
<td>25%</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>2</td>
<td>17%</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>2</td>
<td>17%</td>
</tr>
</tbody>
</table>

12 responses

Benson S Munger, PhD, 4/14
COMMENTS

Plan to submit, but not this year

We do plan to submit but not until next year

I am eager to learn about other fellowship programs applying for ACGME accreditation now

We will not be a first wave applicant for accreditation. We need to beef up our faculty first

We plan to apply for ACGME accreditation, but after 2014 (likely in 2016)
Initial Application for Clinical Informatics

Anne Gravel Sullivan, PhD
Executive Director, Anesthesiology, Preventive Medicine & Transitional Year
AMIA Academic Forum
May 20, 2014
Steps in completing an application

1. Confirm that the sponsoring institution and core residency program each have accreditation status of Continued Accreditation
   - No fellowship attached to the core can be on Probation or in the process of an appeal

2. Determine application deadline
   - Approximately 4 months prior to RRC meeting
   - No site visit is required, but an advisory pre-review is required prior to placing the application on an RRC agenda
   - RRC staff should be contacted to establish your deadline
Steps in completing an application

3. DIO initiates application in web-based Accreditation Data System (ADS)
   – Designates program director
   – Program director receives email and log on directions to complete application electronically
     • Common PIF
     • Uploaded documents are required
     • Includes specialty-specific application available as Word document on web site
Anatomy of an RRC web page

Questions? Ask your RRC Staff for assistance.

For a step-by-step overview of the application process, look for instructions under your RRC’s “Common Resources” tab.
Anatomy of an RRC web page

New Applications
New program applications must use the online application process within ADS. For further information, review the “Application Instructions” located under Common Resources.

RC Submission Deadlines
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Agenda Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 3-4, 2014</td>
<td>December 23, 2013</td>
</tr>
<tr>
<td>May 29-31, 2014</td>
<td>April 3, 2014</td>
</tr>
</tbody>
</table>

Clinical Informatics FAQs

http://www.acgme.org/acgmeweb/Portals/0/PDFs/FAQ/381_clinical_informatics_FAQs.pdf
RRC Meetings

Anesthesiology

Contact:
Nicole Wright at nwright@acgme.org

Meetings:
October 23, 2014
February 11-12, 2015

Preventive Medicine

Contact:
Lauren Johnson at lajohnson@acgme.org

Meetings:
September 23, 2014
April 16-17, 2015

For dates of other RRC Meetings, visit:
http://www.acgme.org/acgmeweb/tabid/85/MeetingsandConferences.aspx
What will you be asked?

Information for core faculty
- Title, degrees, graduate medical education
- Medical licensures
- Board Certification expiration or MOC
- Academic appointments
- Brief description of their responsibilities in the program
- Listing of scholarly work (presentations, articles, professional activities)

Information on participating sites
- Primary teaching site, required site
- If Program Letter of Agreement (PLA) in place
- Description of educational experience
What will you be asked?

Description of planned educational experiences to allow fellows to meet each of the core competencies

Description of assessment tools used to evaluate resident competencies
  – Global evaluations
  – Direct observation (e.g. Checklists, OSCE)
  – QI project

Description of how the program will fulfill duty hour requirements
What documents will need to be uploaded?

- Block diagram
- Supervision policy
- Program policies (e.g. stress & fatigue)
- Overall Program Goals
- Goals and Objectives for rotations/ educational activities
- PLAs
- Semi-annual and summative evaluation forms
- Program-specific evaluation tools
- Faculty and program evaluation forms
- Specialty-specific application
What happens to my application?

• Application sent to specialty RRC associated with core
  • Anesthesiology
  • Diagnostic Radiology
  • Emergency Medicine
  • Family Medicine
  • Internal Medicine
  • Medical Genetics
  • Pathology
  • Pediatrics
  • Preventive Medicine

• ACGME RRC staff review for completeness
• Sent to CI expert advisor to RRC to pre-review the specialty-specific aspects of the application
New Program Application Process

Applications Received by Specialty RC via ADS

ACGME Staff Review for Requisite Components

CI Expert Advisor to RRC Pre-reviews Application

RRC for Core Specialty reviews Application

ACGME Site Visit

Accreditation Granted with 1- or 2-year cycle

Program Accredited?

Yes

No

Application Withheld; returned with revisions for reapplication (or appeal)

Within 2 years of withhold, may reapply to same RRC only, responding to citations. All reapplications within the 2 years must undergo site visit.

Yes

No
What happens to my application?

- RRC associated with core specialty reviews advisory pre-review and application
- Program Director/DIO will receive an email within 5 days of the meeting, a complete Letter of Notification within 60 days of the meeting
Accreditation Statuses

Applications for New Programs
Initial Accreditation

Accreditation with Warning

Continued Accreditation

STANDARDS
- Structure
- Core Process
- Detail Process
- Outcomes

Structures
Core Process
Detailed Process
Outcomes

Adverse Actions
Accreditation Actions for Applications

• Initial Accreditation
  – 1 or 2 years
  – After 1-2 years program will have a site visit
  – After site visit, RRC can confer a status of
    • Continued Accreditation
    • Initial Accreditation with warning for 1 year
    • Withdrawal

• Withhold
During Initial Accreditation

• Cannot permanently increase fellow complement
  – Can request a temporary increase
• If core program has an adverse action (probation, withdrawal), fellowship has same
• If requested, the RRC can make date of Initial Accreditation retroactive to beginning of the academic year
Tips for Completing your Application

• Network with other Fellowship Directors in your home Department

• Use GME Office and GMEC members as resources

• Pay attention to detail on application:
  • Answer questions directly
  • Faculty CVs
  • Watch for missing information

• Questions? Ask your RRC Staff
Thank You!

Anne Gravel Sullivan, PhD
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(312) 755-7032